

MISC. LISTS

Handy Items to Keep in Your Classroom

- * Ziploc bags – all sizes
- * Baby wipes
- * Paper plates – large and small
- * Cups – large and small
- * Napkins
- * Q-tips
- * Toothpicks
- * Rubbing alcohol
- * Goo-gone
- * Grocery bags
- * Paper bags
- * Command Hooks (by 3M)
- * Utensils
- * Dish towels
- * Dish detergent
- * Large serving spoons
- * Clorox wipes

Crisis Bag Contents

- Accordion file with:
 - Emergency contact info
 - Dismissal form
 - Read aloud book (short chapter book or several appropriate picture books)
 - Math sheets or puzzles
 - Blank paper (notebook and white)
- Pencil pouch with sharpened pencils
- Several boxes of colored pencils (more flat and won't break as easily as crayons)
- Travel tissue packs
- Basic first aid items

Get in the habit of taking this bag with you EVERYWHERE you kids go – specials, lunch, playground, field trips. Make it a job for one or more of your students to remember it!

Lesson Plan Binder

- Goes to and from school with me
- Blank lesson plan sheets
- Student information
- Current and previous year's lesson plans
- Copies of SCOS and pacing guides

Substitute Box

(Keep in a large hanging file box)

Note: The sub box is primarily to be used for times when you are out unexpectedly and cannot write lesson plans that continue with your current curriculum and pacing.

Hanging File 1: Information folder

- Class List
- Class Discipline procedures
- Daily Schedule
- Emergency Procedures
- Quick Reference (who's who in school, who to ask for help, reliable students, etc.)

Hanging Files 2 - 7: Subject folders

- One folder for each subject
- Each includes specific activities, assignments, or games that a substitute could easily implement into your provided daily schedule. They are isolated activities, not tied to your specific pacing, but that are in line with your SCOS for each subject

Possible Categories for Computer Documents:

- * Beginning of year
- * Class Lists
- * Curriculum (Reading, Math, etc.)
- * End of Year
- * General forms
- * Substitute box
- * Discipline
- * General parent letters
- * Newsletters
- * Professional (resume, staff development)

New Student Supply Box

- * Desk name tags
- * Any items that you personalize for students
- * Beginning of year forms
- * Copies of Newsletters
- * Sharpened pencils and paper

Classroom Jobs

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|-------------------|-------------------|
| Line Leader | Pass out Papers |
| Caboose | Take up Papers |
| Door Holder | Hand Sanitizer |
| Book Shelves | Lunch Tables |
| Bathroom Monitors | Emergency Bag |
| Duster | Schedule and Date |
| Lunch Count | |